
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: March 1, 2013
CC:

Next Board of Selectmen meeting Monday March 4th at 5:30 p.m.

On Monday Wendy had a scheduled day off so I processed payroll and payables while assisting residents. I also did some work with Betsy on a draft Town Administrator job description for discussion purposes.

I finished putting together the documents for our 2012 Primex payroll audit and submitted them on Tuesday. I also responded to some questions from E-911.

On Wednesday the annual reports arrived from the printers and on Thursday we noticed that in the property assessment section at the back of the report a portion of the properties were not included. We have printed the missing pages and will place them in the appropriate section. The reports will go out in the mail on Monday. Overall the cover looks excellent although some of the interior printing looks a bit faint. I also spent some time refreshing my memory on my suggested revisions to the personnel policy.

This week I met with representative from Ricoh, Canon, and Hallmark Copier to discuss our options for copiers going forward. I am still awaiting firm proposals from two of the vendors although the preliminary discussions have been favorable and I am confident I will easily be able to beat the figure we have in the budget.

On Thursday Assessor Dave Marazoff was in the office doing a preliminary review of some of the abatements received and continuing to help us get organized. For the next few months (at least) he is going to plan to be in the Town Offices the second and fourth Thursdays of the month from 9 a.m. – 1 p.m. starting 3/14. Today was the deadline for abatements and barring a large number postmarked 3/1 that we have not yet received, we are fairly close to our estimated figure of 10.